



# JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

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## STAFF SERVICES MANAGER III

\$6,779 - \$7,474

Bureau Chief

BUSINESS MANAGEMENT BUREAU

Sacramento

### RESPONSIBILITIES:

Under the general direction of the Financial Management Division Chief, the Business Management Bureau Chief, (SSMIII) independently manages the department's Business Management Bureau in three locations; Sacramento, Los Angeles, and San Francisco and all CDI statewide business management activities. The incumbent will manage and coordinate the daily operations of multiple disciplines and travel occasionally to conduct supervisory visits. The incumbent is responsible for all policy and procedures related to the business management activities, adhering to controlling agencies' guidelines and responsible for the departments purchasing and contracting delegation authority.

### DESIRABLE QUALIFICATIONS:

- In depth knowledge and understanding of the State Procurement, Contracting, and Leasing processes.
- Thorough understanding of statutory and regulatory policies and procedures; the State Administrative Manual, and the Department of General Services, rules and regulations in the areas of State Public Contracting.
- Experience in working collaboratively with control agencies.
- Experience in providing leadership, advice, and direction to staff at all levels.
- Strong leadership qualities and team building skills.
- Ability to handle multiple assignments in various disciplines.
- Ability to effectively handle stress and meet deadlines.
- Strong communication skills; both written and oral.
- Willingness to work extra hours, often without prior notice, when necessary.
- Ability to maintain a high degree of diplomacy, professionalism, initiative, and self discipline to independently work with a variety of clients.
- Ability to express ideas and information in written form clearly, concisely and in an organized manner.
- Ability to express ideas and facts orally in a clear and understandable manner.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager III level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. A Statement of Qualifications (SOQ) is required in order to be considered for this opening. If you do not submit a completed SOQ, your application will not be considered. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application***

### APPLICATION PROCEDURE:

Send a completed standard State of California application and a Statement of Qualifications to Tina Brown, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Staff Services Manager III #413-193-4802-001" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: Until Filled

05/03/12 tb

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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